League Pilot How To Guide

Before Starting -- New Registration Code

In order to use the system, each individual that wishes to register must have a special code, called the Registration Code. Please enter the information requested below to obtain your unique Registration Code.

Already know your Registration Codes? Click here to skip this step.

Required Information

Type of Registration	Player
First Name of Registrant	
Last Name of Registrant	
Gender	
Birth Date	
Email Address	
Email Address (again)	

Step 2

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Registrant 1   FERGJG010150

Name	JG Ferguson
Gender	Male
Date of Birth	January 1, 2005
Program	
Grade	
School	Other
Shirt Size	
Medical Notes
Allergies, medications, etc	If none, please enter **None**
Name of sibling playing in the same age group	
Birth Certificate	☐ New players must submit a copy of their birth certificate via fax to 919-556-6852 or by mail to PO BOX 250 Rolesville, NC 27571. Failure to do so may prevent the applicant from being accepted as registered.

Step 5

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Check/Money Order Payment

Your registration details have been saved and will be held pending receipt of your check or money order payment.

Please submit your payment to the league as soon as possible to ensure your registration is processed. Making note of the transaction details below will ensure that your payment is processed accurately.

Transaction ID: 124756

Total Due: $53.00

Please make check or money order payable to: **Rolesville Parks & Recreation** and mail to:

Rolesville Parks & Recreation
514 Southtown Circle
Rolesville, NC 27571

Step 9

Begin a New Registration

Step 1: Under "Registration Type", click PLAYER and click on BEGIN.

Step 2: Fill in fields Participant Information (all fields are required). Click on NEXT. If you have previously registered for a Youth Sport and have your registration code(s), click on the link at the top of the page to skip this step.

Step 3: This will generate you a "Player Registration Code." Click NEXT. If you are registering multiple children, click on the "click here" link to add additional players.

Step 4: Enter registration codes provided in Step 3. If you generated player code(s) in Step 3, those will automatically be filled in. If you skipped Step 3, enter in all necessary player codes. Click NEXT.

Step 5: Fill in additional registrant information. <u>You must check the Birth Certificate box and fax or email a copy of each player's birth certificate before they will be allowed to play</u>.

Step 6: Fill out mailing address, mother and father information, coaching information and sponsorship. Click NEXT.

Step 7: Emergency Contact Information: Please provide the name and contact information for an emergency contact. <u>Check the "I have read and agree to the statement(s) above box</u>. Click NEXT.

Step 8: Confirmation Details. Verify that all information is correct and accurate and select payment method. You can pay by credit/debit card online or you can pay by check/cash at Rolesville Town Hall. Click NEXT. <u>You must click NEXT to finish processing your registration.</u>

Step 9: Confirmation Number. **Please write down your confirmation number. If you choose to pay by check/cash, you will need to bring that confirmation number with you to Town Hall when you bring your payment.**